

Action Plan Moving Forward from CARES Act Being Passed.

Laying off 80-90% of Employees to Keep the Company Healthy

Action Taken: Lay off non-essential employees that have been with you longer than 90 days.

This strategy will allow you to save on payroll which is the highest portion of your overhead cost. During this disruption of the company you do not have a need for all of your employees. For employees that have been with you less than 90 days they do not qualify for the CARES act super charged UI benefits. You will also need to continue to train them and take advantage of this pause in your business.

Team Remaining will:

- Keep your phones answered
- Be paid for their full week of pay even if they have light duty responsibilities
- Get cross-trained in other positions to become more valuable to the company moving forward
- Keep all insurance aging worked (more aggressively than ever before)
- Get statements out (Please make the changes to your statements to reflect your COVID19 payment relief plan for your patients will balances. We are suggesting 2-3 payments of the existing balance. You will adjust your verbiage in your practice management software before printing statements)
- Keep emergencies seen in the office
- Keep schedule adjusted to reflect our “comeback plan”
- Work on social media projects to keep engaging your community so that you are not forgotten. We are the premier group in our area.
- Get all the “How to do my job” videos completed.
- Its super important to Connect with your patients: *personal note cards or live phone calls*
- Ongoing clean up and clean out projects.
- Keep videos, daily numbers and wrap ups posted each day to engage the team members that are on furlough

What is in it for the essential employees you keep on your payroll?

They would qualify for the 2 weeks of paid leave from the FMLA act passed a few weeks ago (Effective April 2). This would give them a mental vacation in the future. They would also have the stability of their current pay (even if worked reduced hours). So essentially, they would be getting paid for full time with all benefits intact and having a very light workday. Have more time to dig in on all their current projects and catch up on any business projects that have been delayed due to the pace of the business.

What is in this for the employer?

Your business keeps its consistency during this inconsistent time!

- The employer will not have the additional haste of reporting/verifying hours to UI
- The employer doesn't have to worry about what is getting done and who started a project and who needs to finish it.
- “Consistency during Inconsistent Times” the overhead is reduced. The employer keeps as much cash flow coming in as possible. *(Remember our strategy right now is all bills being paid with credit lines and cash stays in the bank during this time period)*
- Remaining essential employees will qualify to receive their 2 weeks from the FMLA act and you will receive the payroll tax credit for that time. (this utilizes both the CARES Act and the Families First Coronavirus Response Act)

What does this do for your employees being placed on furlough?

Super charged unemployment that would essentially be more money or equivalent to their current income from the business and time with their family.